

**DEPUTY CHIEF OF POLICE**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Chief of Police in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police performs the duties of the Chief of Police in the chief's absence. The Deputy Chief of Police assists the Chief of Police in the planning and development of departmental operations; participates in the personnel management function; and oversees the maintenance of departmental records and reports. As one of the chief officers of the department, the employee of this class performs duties with a high degree of independence, reporting to the Chief of Police. This class ranks directly below that of Chief of Police.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a group of divisions within the department as assigned by the Chief of Police. May be assigned to perform the duties of the Chief of Police in the chiefs absence. Manages the work of subordinate supervisors who are responsible for law enforcement functions of the department, including patrol services, traffic enforcement, and crash investigations, criminal investigations, special operations, community policing, the handling of juveniles, and administration of the booking function. Manages the administration and communications operations of the department by supervising subordinate officers who oversee the work of these divisions.

Recommends management policies, goals, and objectives for the department. Assists in the research and planning for department programs and activities. Keeps informed on any local conditions which may affect the work of the department. Studies new laws, regulations, ordinances, and court rulings relating to the operation of assigned services to determine if changes in policies or procedures are needed. Insures that all department personnel policies conform to EEO regulations. Conducts inspections of the divisions of the department and observes department operations. Evaluates the effectiveness of the divisions following inspections and takes appropriate action to correct or improve problem areas.

Plans and organizes the department having to do with personnel and equipment. Determines how the department should be organized,

including number of operating units and distribution of such units. Evaluates manpower requirements and determines optimum officer deployment. Assists in developing personnel recruitment and selection programs. Reviews prospective employee applications, interviews prospective employees, and makes recommendations for hiring. Reviews complaints against department personnel and formulates a recommendation for reply to the complaint.

Supervises subordinate department employees. Holds meetings for the purpose of receiving reports and disseminating information. Discusses work performance with subordinates. Monitors the departmental Promotional Evaluation System. Maintains discipline by conducting corrective interviews, make recommendations for disciplinary action(s), and carries out disciplinary action (s) as directed by the appointing authority.

Provides for the accounting for money and assets of the police department divisions. Gathers information to be used in compiling budgets. Authorizes the expenditure of funds allocated for departmental services, making sure such expenditures are in accordance with the budget. Reviews and signs purchase requisitions.

Makes decisions concerning what information should be included in the records of assigned services and determines how this information should be kept. Writes reports required to document department activity. Writes letters in reply to inquiries addressed to the police department or as required to handle the needs of the department.

Manages the general care, maintenance, and use of all department equipment, vehicles and property. Recommends the purchase of needed equipment. Meets with sales representatives to review products and make decisions on purchasing.

Promotes a positive public image of the work of the department in the daily performance of duties by informing the public of the necessity and methods of civilian cooperation in law enforcement work. Serves as department representative at meetings of civic and professional groups to give reports, offer advice, or make recommendations. May serve as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the police department or any related areas of law enforcement.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Shall have not less than eight (8) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Sergeant, or higher, in the Eunice Police Department.

Must be a regular and permanent employee in a class not lower than that of Police Sergeant with the Eunice Police Department.